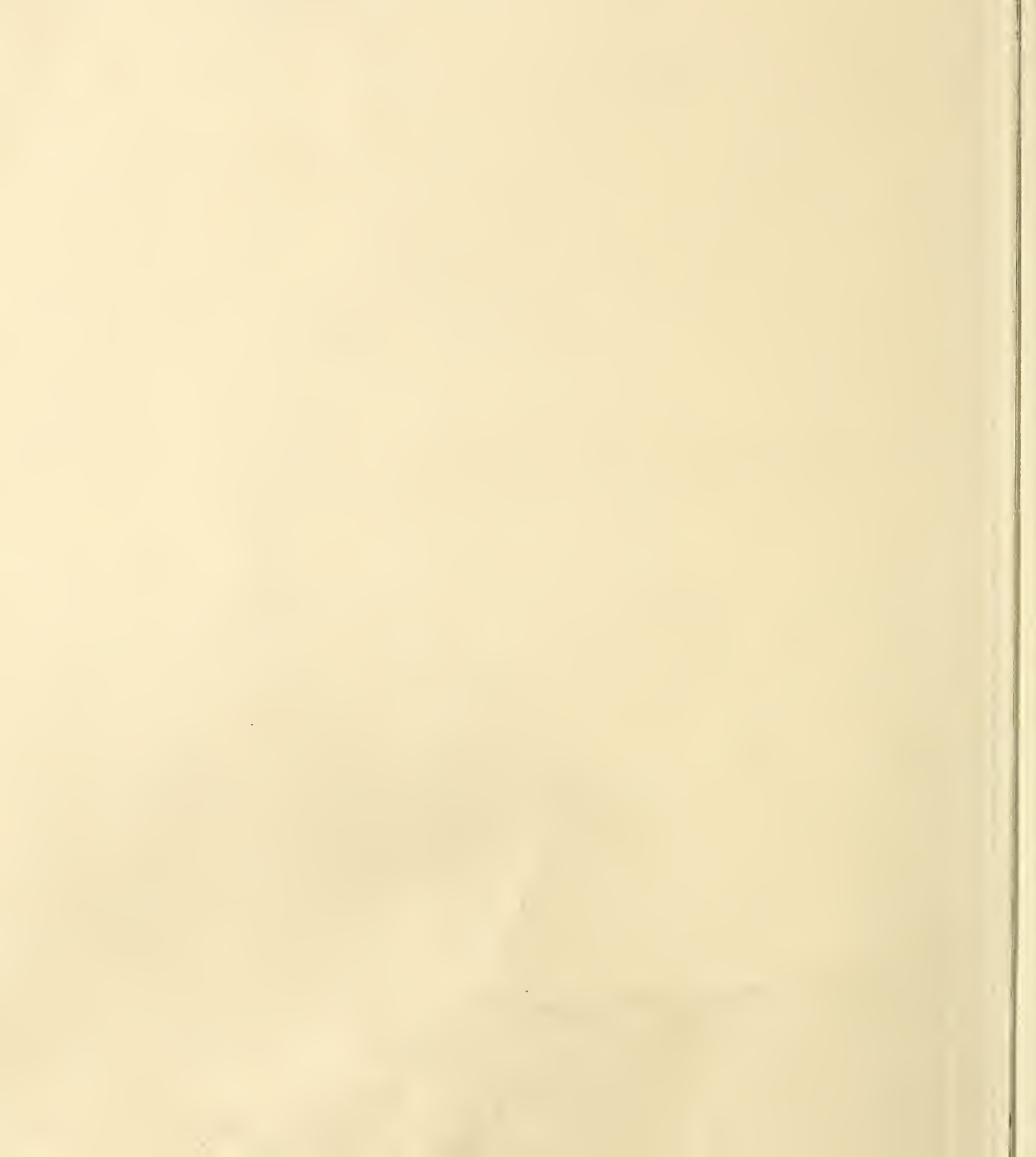


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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

September 23, 1943

GENERAL MEMORANDUM NO. 22

To: Supervisors and Persons in Charge of Field Offices,  
Inspection and Grading Division

From: Henry G. F. Humann, Chief, Inspection and Grading Division,  
Dairy and Poultry Branch

Subject: Instructions for the Supervision of Packaging of Products with  
Certificates of Quality and/or Grade Labels

During the past several months considerable thought and study has been given to the supervision of packaging program as it applies to the packaging of products with certificates of quality and/or grade labels. As a result of this study, we find it desirable to make certain changes in connection with the supervision of packaging operation in order to facilitate the program and obtain uniform application. In this connection, Paragraph 55.19 in SRA-137 (Revised) has been amended so that it is no longer compulsory to issue a certificate of packaging on all products packaged under supervision. To reduce the clerical detail and still maintain adequate records, certain reports previously prepared in connection with the certificate of quality program will be eliminated. To establish a uniform procedure in the supervision of packaging work, previous instructions pertaining to this work are hereby superseded, and the following procedure shall be employed:

1. The firm's application for the privilege to use certificates of quality and/or grade labels or their application to package product with certificates of quality and/or grade labels in the name of another firm contains compliance clauses which will be considered adequate application for supervision of packaging service.
2. When a resident grader is stationed at a plant, he shall also serve as a supervisor of packaging, and his license to grade shall authorize him to act in the capacity of a supervisor of packaging.
3. Firms that do not have a resident grader shall arrange for a bonded and licensed employee to serve as a supervisor of packaging. The person selected may be one of the firm employees and must be approved by the supervising grader and furnish a \$1,000.00 surety bond.
4. The supervisor of packaging shall perform his duties in accordance with the detailed instructions contained in the "Requirements for the Packaging of Butter and Eggs under certificates of quality and/or grade labels".
5. There shall be no charge to firms for supervision of packaging service for products packaged with certificates of quality or grade labels other than the regular grading fee or the amount specified in the firm's contract for grading service.
6. The supervisor of packaging shall submit a report promptly at the end of each month on form FDA-624, "Report of Products Packaged with Certificates of Quality and/or Grade Labels", stating the total volume of product packaged of each grade with certificates of quality and/or grade labels for the month.

Where one plant packages product for more than one firm it is not necessary to list separately the amount packaged for each firm. This report shall be prepared in triplicate and signed by the supervisor of packaging. The authorized grader will likewise sign and complete the forms by inserting the volume of product graded for packaging with certificates of quality and/or grade labels for the firm during the month. The authorized grader shall retain one copy for the files, forward one copy to the Washington office and return one copy to the supervisor of packaging. If the grader is also the supervisor of packaging, this report may be prepared in duplicate only.

7. The Washington copy of the monthly report shall be accompanied by one copy of each certificate of quality and grade label used by the firm during the month, and properly stamped or perforated with date of Grading.
8. The supervisor of packaging shall keep an inventory record of supplies used in the packaging of Government graded products. This record shall be kept on form FDA-623, "Inventory Record of Certificates of Quality, Grade Labels, and Cartons". This form is prepared to cover a calendar year. It shall be prepared in duplicate, one copy to be retained by the supervisor of packaging, and one copy shall be submitted to his supervisor promptly at the close of the calendar year, who in turn will forward it to the Washington office for filing. This report should be checked for accuracy and initialed by the grader each month.
9. The monthly report FDA-624 shall replace all reports previously submitted in connection with the merchandising of products with certificate of quality and grade labels. This includes forms DP-56, DP-76, DP-80, DP-118, and certificates of packaging DPB-6 and FPI-160-A.
10. The supervisor of packaging shall keep his records up to date at all times and they shall be available for checking by the supervising grader on his visits to the plant.
11. The monthly reports shall be submitted by the supervisor of packaging to the grader within five days after the end of each month. The grader shall complete them and submit them to the Washington office within ten days after the end of each month.

The above procedure simplifies the supervising of packaging program and eliminates the supervising cost to the firms merchandising Government graded products with certificates of quality and grade labels. An immediate check shall be made by Field Offices and Grading stations with all firms where products are being packaged with certificates of quality and/or grade labels and if a supervisor of packaging is not at present on duty at the plant, arrangements shall be made for one in accordance with the procedure outlined above. A supply of the forms referred to above, FDA-623 and FDA 624 are being furnished to each of our field offices, grading stations and Regional Supervisors, and supplies will also be sent to the Regional Warehouses.

The revised program relative to Supervision of Packaging of products with certificates of quality and/or grade labels shall become effective November 1, 1943.